

***Lafayette County Human Services  
Board Meeting Minutes  
June 11, 2013***

*Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.*

**Board members present:** Brandee Blaine, Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe

**LCHS staff present:** Janet George, Kristine Brunkow, Shane Schuhmacher

**Others present:** Duane M. Jorgenson, Corporation Counsel

**1. CALL TO ORDER**

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Connie Hull, second by Leon Wolfe to approve the agenda as posted; carried.
- c. Motion by Connie Hull, second by Richard Roelli to approve the minutes of the May 14, 2013 meeting as printed; carried.

**2. PUBLIC COMMENTS**

- a. Leon Wolfe stated the Senior Day at the County Fair is Friday, July 12. In the past, there was no charge to get into the fair on Friday afternoon. This year the Fair Board made the decision to charge everyone who enters the Fair. Mr. Wolfe is worried that this may cause the senior population to stay away from the Senior Day celebration.

**3. FISCAL REPORT**

- a. Ms. George reported several unusual payments this month. Cardmember Service was quite a bit higher than normal due to the E-Panic Button payment and six hotel stays for training. The payment for the Family Care Contribution was also made this month. The payments will drop to \$96,371 semi-annually starting in December 2013. Dr. Kaplan's payment was unusually high this month as he had nine, rather than six, days at LCHS. Morning Sun was for two months.
- b. Ms. George stated on paper, LCHS isn't looking so well, although it is still fairly early in the year. As is usual for this time of year; revenues are lower than a simple 12-month projection indicates. Ms. George believes the program revenues will balance out in the next couple of months. The good news is that all units, with the exception of LTS are well under budget for their expenditures. The majority of the overage of LTS is nearly \$32,000 for the Family Care Contribution and B-3 being significantly higher than projected last summer. The B-3 figures should be even higher in the next few months as there have been seven referrals to the program in the last 10 days.

- c. Ms. George reported Aging did not have any unusual payments this month. Aging also looks fairly poor on paper. However, slow payments from GWAAR (only received January and February payments thus far) skews the figures. The February payment was received after June 1. The 85.21 payment should be received in July, which will also "normalize" Aging's financial picture.
- d. Ms. George reported LCHS will be approximately \$41,000 under budget for 2012 and Aging will be approximately \$30,000 under budget. Ms. George received an e-mail from Nicola of the Finance Dept. stating that LCHS may request to carryover these amounts. Mr. Schuhmacher will go to the next Finance meeting to address this issue.

**4. APPROVAL OF EXPENDITURES**

- a. Motion by Gerald Heimann, second by Brandee Blaine, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Sherry Crist, to approve the Aging Unit vouchers as scheduled; carried.

**5. PERSONNEL**

- a. Discussion and Possible Action Regarding Wage Increase for Support Services Manager-Ms. George is currently making \$43,347.20/year and requesting a salary adjustment to \$49,500.00/year.
- b. Motion at 6:50 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee regarding the Support Services Manager by Connie Hull, second by Brandee Blaine. Motion carried by unanimous roll call vote.
- c. Motion to return to Open Session at 7:25 p.m. by Leon Wolfe, second by Brandee Blaine. Motion carried by unanimous roll call vote.
- d. Motion and/or Action Regarding Personnel Matter-Motion by Connie Hull, second by Brandee Blaine to support a 6% increase with 4% longevity in the Support Services Manager's wage from \$43,347.20 (\$20.84/hour) to \$45,948.04 (\$22.09/hour) and send on to the Human Resource Committee for approval; carried with David Hammer voting no.

**6. RESOLUTIONS-DISCUSSION AND POSSIBLE ACTION**

- a. Hire, Equip and Train New Staff in Anticipation of Increased Caseloads with the Advent of the Affordable Care Act-Mr. Schuhmacher reported there will be an increase in caseloads for the Income Maintenance Unit due to the Affordable Care Act. Mr. Schuhmacher is requesting a new FTE to work 100% in the Consortium Call Center; and a new .5 FTE Support Staff person to assist with scanning, etc.

Mr. Schuhmacher presented a schedule with total payroll costs for the FTE of \$53,629.07; ACA Revenue would contribute \$49,968.00 and Additional Federal Match would be \$1,830.50; leaving \$1,830.57 to come out of County levy. If part of the ACA Revenue is Federally matchable, then no additional levy would be needed.

The .5 FTE payroll costs would be approximately \$14,012.36; this amount would come from County Levy. If part of the ACA Revenue is Federally matchable, then there would probably be no additional levy needed.

Motion by Leon Wolfe, second by Sherry Crist to submit request to Human Resource Committee to hire one new FTE and one new .5 FTE for the Economic Support Unit; carried.

7. **DISCUSSION AND POSSIBLE ACTION REGARDING LCHS 2012 ANNUAL REPORT**-Mr. Schuhmacher presented a draft of the LCHS 2012 Annual Report. Once approved; Mr. Schuhmacher will present to the County Board of Supervisors.

Motion by Brandee Blaine; second by Leon Wolfe to approve the LCHS 2012 Annual Report; carried.



8. **DIRECTOR'S COMMENTS**

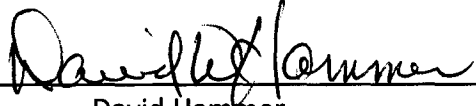

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of April 29, 2013 to May 26, 2013 for LCHS was 7.51 hours and the total overtime hours was 17.50 hours. Mr. Schuhmacher will bring totals for the first six months of 2013 to the July meeting.
- b. Southwest Family Care Alliance – Name Change-Mr. Schuhmacher reported SFCA is expanding north and east in the state. Their name will be changed to "ContinuUs".
- c. Group Home Update-Mr. Schuhmacher was informed that two Lafayette County employees are opening a group home in Shullsburg. Mr. Schuhmacher stated that LCHS will not place any of its clients in this group home due to it being a conflict of interest.
- d. Wisconsin Trauma Project Update-Mr. Schuhmacher reported the application submitted by Grant County was selected for participation in the Wisconsin Trauma Project. The collaborative efforts proposed in the application, which included Crawford, Green, Iowa, and Lafayette Counties are to improve child and family outcomes by creating a more trauma-informed and responsive system of care.
- e. 2013 Administrative Personnel Salaries/Wages Update-Mr. Schuhmacher reported the Human Resource Committee approved the Family Services Manager's wage increase request and the Executive Secretary's wage increase request. This will be presented at the County Board for approval.

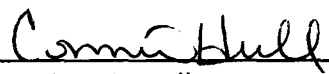
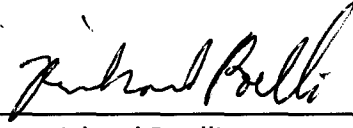
9. **ADJOURN**



- a. The next meeting was set for **Monday, July 15, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- f. The meeting was adjourned by Chair David Hammer at 8:05 p.m.

Reviewed by  7/15/13  
Shane Schuhmacher, Director Date

   
Brandee Blaine Sherry Crist

   
David Hammer Gerald Heimann

   
Connie Hull Richard Roelli

   
Jack Sauer Leon Wolfe